

Charles County Government  
Planning and Growth Management  
P.O. Box 2150  
La Plata, MD 20646-2150

July 1, 2008

**Definition**

A group of persons gathering in open spaces and not in a permanent enclosed structure that has an approved use, and not on publicly owned property. Publicly owned property is land owned by the County, State or Federal Governments. (Board of Education owned land shall be considered publicly owned land, if their event(s) are completely contained (including parking) on their grounds.)

**When is a Temporary Use Zoning Permit required for a Special Event?**

When you or your organization plans events or activities, it is vitally important that the appropriate agencies are notified. Those agencies include but are not limited to Emergency Services, Liquor Board, Public Facilities, State Highway Administration, Circuit Court, Fiscal Services, Permits Administration, the Charles County Sheriff's Office (Assistant Commander of Patrol), and the Maryland State Police (local).

Quite often these agencies may need to provide services related to large crowds and these additional requirements can exceed the availability of local resource unless thorough planning is coordinated.

Public Events, such as carnivals, circuses, decorator's showcases, music festivals, or theme festivals, shall be allowed for a maximum of 30 days, provided a Zoning Permit is obtained. The event will be subject to the following requirements taken from Section 30, of the Charles County Zoning Ordinance:

1. The temporary use permit shall specify the use, dates, and hours of operations of the event.
2. Adequate arrangements for temporary sanitary facilities must be approved by the County Department of Health.
3. No permanent or temporary electrical power for lighting or other uses shall be installed without an electrical permit demonstrating compliance with the County's electrical code.
4. The site shall be cleared of all debris at the end of the event and cleared of all temporary structures within three (3) days thereafter. A bond in a sufficient amount as determined by the Zoning Officer shall be provided to insure that the premises shall be cleared of all debris. For an event of 1,000 or more attendees, the bond amount may also include an amount for the purpose of assuring that all emergency service agencies will be paid for the provision of agreed upon services.
5. Adequate off-street parking shall be provided and a stabilized drive to the parking area shall be maintained.

6. It shall be the responsibility of the applicant to guide traffic to parking areas. The applicant shall notify the local enforcement authority and shall provide adequate traffic control.
7. No structure or equipment shall be located within 200 feet of any residential lot less than five (5) acres.

The event is allowed one (1), 32 square foot, ***on-site*** freestanding sign (application required). Off site signs will be prohibited.

Parties at private residences and weddings are not considered public events and will not require a permit. The permit will generally apply to the following types of events:

parades*	fireworks displays*	outdoor music festivals
carnivals	craft fairs	haunted houses
political rallies & fund-raisers	road rallies	tractor pulls
concerts	circuses	bicycle races*
rodeos	theme festivals	foot races*
holiday event	car show	motorcycle ride

\*Fireworks, solely for the purpose of display, less than (1) hour and without vendors, food, etc. will not require a Temporary Use Permit. Parades, bicycle races, foot races, for the sole purpose of staging or disbursing, without vendors, or food, will not require a Temporary Use Zoning Permit.

#### **Procedures to obtain a Temporary Use Zoning Permit:**

Fill out the Public Event Application, either in the office at the Charles County Government Building, Permits Administration, or on-line ([www.charlescounty.org/pgm/apps/publicevents/applicationmain.jsp](http://www.charlescounty.org/pgm/apps/publicevents/applicationmain.jsp)) no less than thirty-five (35) days prior to the first day of the event. The application will be forwarded to the appropriate agencies for review to determine if there will be any additional permits required. If any additional permits are required (such as a building permit for any proposed structures), the applicant will be notified.

The following information must be submitted with the Public Event application:

- Four (4) copies of a site plan drawn accurately or to scale showing lot lines, existing and proposed structures (tents, stages, concession stands, sanitary facilities...). Show setback dimensions from any proposed structure(s) to lot lines. In addition, the parking area(s) for the event must be included on the site plan. If applying on-line, the site plans must be mailed to or brought to the Planning Office with the permit reference number. *If the event has been permitted in previous years, the site layout will be the same, and a site plan has been submitted previously, a new site plan will not be required.*
- \$91.00 application fee paid either at application or prior to having the permit issued. (Fee subject to change every July 1)
- For an event of 1,000 or more attendees, a bond in a sufficient amount, as determined by the Zoning Officer, may be assessed for the purpose of site clearing of debris and/or assuring

that all emergency service agencies will be paid for the provision of agreed upon services.

- The Zoning Officer may allow a guarantee for organizations with prior experience within the County of at least two events which resulted in no problems with clean up or default of payment to emergency service agencies.

When the Temporary Use Zoning Permit is applied for, an Inspection Card will be issued to the applicant that will contain agencies and phone numbers. It will be the applicant's responsibility to contact each agency for either a signature or to schedule an on-site inspection. The following agencies will be listed on the card:

- **Permits Supervisor, Permits Administration (301) 645-0692**
  - If the event will have any structures erected such as tents, stages, etc.
  - If any permanent or temporary lighting will be installed a electrical permit will be required.
- **Charles County Public Facilities, County Roads Division, (301) 932-3440**
  - If the event will necessitate closing of any County maintained roads.
- **State Highway Administration, Traffic Department (301) 934-8031**
  - A "Special Event" Permit may be required.
- **Charles County Health Department, Environmental Health, (301) 609-6751**
  - For adequate arrangements for temporary sanitary facilities and water. (Additional requirements may need to be met.)
- **Emergency Services, (301) 645-0630**
  - Notification for fire & EMS Services.
- **Charles County Liquor Board, County Attorney Office (301) 645-0555**
  - If alcohol is to be served a liquor license may be required.
- **Charles County Sheriff's Office, Assistant Commander of Patrol, (301) 609-6400**
  - To assure that the site will have an adequate traffic control plan.
- **Maryland State Police, Waldorf Barracks, (301) 392-1200**
  - Notification as part of local law enforcement for coordination with Charles County Sheriff's Office and for any applicable Maryland State permits that may be required.

- **Planning Division, (301) 645-0540**
  - Check for compliance with regulations listed in the Charles County Zoning Ordinance.
- **Charles County Circuit Court (301) 932-3241**
  - Determines if a promoters permit will be required.

In addition, the following information shall be provided for specific areas:

**Chesapeake Bay Critical Area and Resource Protection Zone (301) 645-0540**

- Property located in the above areas may require additional information. Contact the Planning Department for specific submittal requirements and delineation of the CBCA and RPZ.

**Planned Unit Development, PUD**

- Approval from the appropriate Planning & Design review board should be obtained.

*Smallwood Village* - Huntington (including Sentry Woods), Bannister and Wakefield -  
SMALLWOOD VILLAGE - PDRB, 14 Irongate Drive (301) 843-8111

*Westlake* - Hampshire, Lancaster and Dorchester - WESTLAKE VILLAGE - PDRB, 236  
Smallwood Village Center (301) 870-4304

*Swan Point* - 11550 Swan Point Boulevard, Issue (301) 259-0054

Once the card has been signed by everyone, the card is returned to the Charles County Department of Planning and Growth Management, Permits Division for issuance of the permit.

## **MISSION STATEMENT**

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

## **OUR VISION**

Charles County is a place where all people thrive and businesses grow and prosper;  
where the preservation of our heritage and environment is paramount;  
where government services to its citizens are provided at the highest level of excellence;  
and where the quality of life is the best in the nation.

**CHARLES COUNTY GOVERNMENT**  
**Planning and Growth Management**  
**P. O. Box 2150**  
**La Plata, Maryland 20646-2150**  
**Telephone 301-645-0540**

**TEMPORARY USE ZONING PERMIT - PUBLIC EVENT**  
**Application**

1. Name of the Event: \_\_\_\_\_

Event held before: \_\_\_\_\_  
(Yes/No)

2. Nature and/or type of event to be held:

Music Festival	_____	Carnival	_____
Concert	_____	Founders Day	_____
Parade	_____	Haunted House	_____
Holiday Event	_____	Other(explain)	_____
Car Show	_____		
Motorcycle Ride	_____		

Other \_\_\_\_\_

If fundraiser, what charity will the event benefit? \_\_\_\_\_

3. Month/Day(s) of the Event:

January	_____
February	_____
March	_____
April	_____
May	_____
June	_____
July	_____
August	_____

September \_\_\_\_\_  
 October \_\_\_\_\_  
 November \_\_\_\_\_  
 December \_\_\_\_\_

4. Time(s) event is to be held for each day the event is to be held: (attached additional page(s) if needed)

Date \_\_\_\_\_  
 Staff will be on site from \_\_\_\_\_ to \_\_\_\_\_.  
 The Public will be on site from \_\_\_\_\_ to \_\_\_\_\_.

Date \_\_\_\_\_  
 Staff will be on site from \_\_\_\_\_ to \_\_\_\_\_.  
 The Public will be on site from \_\_\_\_\_ to \_\_\_\_\_.

Date \_\_\_\_\_  
 Staff will be on site from \_\_\_\_\_ to \_\_\_\_\_.  
 The Public will be on site from \_\_\_\_\_ to \_\_\_\_\_.

Date \_\_\_\_\_  
 Staff will be on site from \_\_\_\_\_ to \_\_\_\_\_.  
 The Public will be on site from \_\_\_\_\_ to \_\_\_\_\_.

5. Location of Property the event is to be held on:  
 911 Street Address \_\_\_\_\_  
 or Property I.D. Number \_\_\_\_\_  
 or Property Owner Name \_\_\_\_\_

6. Number of attendees anticipated per day: (continued on next page)  
**IF ACTUAL ATTENDANCE EXCEEDS YOUR ESTIMATE YOUR PERMIT WILL BE CONSIDERED NULL AND VOID AND YOUR EVENT WILL BE CANCELLED.**

Date _____	Date _____
50-100 _____	50-100 _____
101-300 _____	101-300 _____
301-500 _____	301-500 _____
501-999 _____	501-999 _____
1,000-3,000 _____	1,000-3,000 _____
More than 3,000 _____	More than 3,000 _____

Date \_\_\_\_\_ Date \_\_\_\_\_

50-100 \_\_\_\_\_  
101-300 \_\_\_\_\_  
301-500 \_\_\_\_\_  
501-999 \_\_\_\_\_  
1,000-3,000 \_\_\_\_\_  
More than 3,000 \_\_\_\_\_

50-100 \_\_\_\_\_  
101-300 \_\_\_\_\_  
301-500 \_\_\_\_\_  
501-999 \_\_\_\_\_  
1,000-3,000 \_\_\_\_\_  
More than 3,000 \_\_\_\_\_

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO TRACK ATTENDANCE AT THE EVENT. ATTENDANCE INFORMATION MUST BE AVAILABLE ON-SITE FOR REVIEW BY LOCAL LAW ENFORCEMENT.**

7. Target group(s) for event attendees? (Please check all that apply)

Adult \_\_\_\_\_ Teenagers \_\_\_\_\_  
Children \_\_\_\_\_ Seniors \_\_\_\_\_

8. Tickets?

Sold prior to event only \_\_\_\_\_  
At the gate only \_\_\_\_\_  
Both prior and at gate \_\_\_\_\_

if a ticket agent is being used, which one? \_\_\_\_\_

9. Will alcohol be served? \_\_\_\_\_ Liquor license recd. \_\_\_\_\_  
(Yes/No) (Yes/No)

10. Will food be available? \_\_\_\_\_  
(Yes/No)

11. Source of Water? \_\_\_\_\_

12. Source of Electricity? \_\_\_\_\_

13. Band \_\_\_\_\_ or DJ? \_\_\_\_\_ Any other type of music? \_\_\_\_\_  
Yes/No (check one)

14. Vendors? (Please check all that apply)

Food \_\_\_\_\_ Beer \_\_\_\_\_ T-Shirts \_\_\_\_\_  
Records/CD's \_\_\_\_\_ Pamphlets \_\_\_\_\_ Other \_\_\_\_\_

If other, explain \_\_\_\_\_

15. Will you have.....(please check those that apply)

Tent(s) \_\_\_\_\_ Size & Type of Tent(s) \_\_\_\_\_

Will the tent have sides? \_\_\_\_\_

Stage(s) \_\_\_\_\_ Size & Type of Stage(s) \_\_\_\_\_

Vendor Stand(s) \_\_\_\_\_

Other \_\_\_\_\_

If other, explain \_\_\_\_\_

16. Are fireworks planned for the event? \_\_\_\_\_  
Yes/No

17. Will you have private security working the event? \_\_\_\_\_  
Yes/No

If yes, whom? \_\_\_\_\_  
Has the company been hired? \_\_\_\_\_  
Yes/No

18. Will parking be on-site \_\_\_\_\_/off-site \_\_\_\_\_/both \_\_\_\_\_

If off site, where? \_\_\_\_\_

19. How do you plan to advertise your event?

Radio	_____	Newspaper	_____
Signs	_____	Handbills	_____
Groups of Special Interest	_____	Internet/Website	_____
TV	_____	Other	_____

If Internet/Website, internet/website address \_\_\_\_\_

If other, explain \_\_\_\_\_

20. Is the event being promoted by a promoter? \_\_\_\_\_ If yes, give name and address of the  
Yes/No

promoter \_\_\_\_\_



21. Have you ever held an event of this type before? \_\_\_\_\_ If yes, give an example of the  
Yes/No  
event and where it was held \_\_\_\_\_
22. Will any County or State road(s) be closed as a result of the event? \_\_\_\_\_  
Yes/No  
List road(s): \_\_\_\_\_
23. Is there any other information you believe we will need when reviewing information for  
your event? \_\_\_\_\_
- 

**Applicant Full Name:** \_\_\_\_\_  
(Please Print)

**Applicant Address:** \_\_\_\_\_  
\_\_\_\_\_

**Applicant E-Mail Address:** \_\_\_\_\_

**Applicant Telephone Number:** \_\_\_\_\_

The **applicant** hereby certifies and agrees as follows: (1) that he/she is authorized to make application; (2) that all information contained herein is true and correct; (3) that he/she will comply with all applicable Federal, State and County regulations; (4) that he/she grants Federal/State/County officials the right to access for the purpose of conducting county business and protecting the public health, safety and welfare.

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner Full Name:** \_\_\_\_\_  
(Please Print)

**Property Owner Address:** \_\_\_\_\_  
\_\_\_\_\_

**Property Owner e-mail address:**\_\_\_\_\_

**Property Owner Telephone Number:**\_\_\_\_\_

The **property owner** hereby certifies and agrees as follows: (1) that he/she is the owner of the property on which the event will take place; (2) he/she has been supplied with and has knowledge of the above information; (3) that he/she will comply with all applicable Federal, State and County regulations; (4) that he/she grants Federal/State/County officials the right to access the property for the purpose of conducting county business and protecting the public health, safety and welfare.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date